

# 5 STEPS TO YOUR NEXT JOB: JAN 2017

**Dates:** Monday, Jan. 9 to Friday, Jan. 13  
**Time:** 10:00 am to 12:00 pm, each day  
**Location:** Warren Newport Public Library 224 N. O'Plaine Rd. Gurnee, IL  
**Reservations:** [www.wnpl.info](http://www.wnpl.info) (click on calendar) or call **847.377.3439** or email [elocke@lakecountyil.gov](mailto:elocke@lakecountyil.gov)

**RESEARCH**

**PREPARE**

**DOCUMENT**

**FIND**

**LAND**

Meet with a career team from Lake County Workforce Development during the week!

Attend all 5 workshops to earn your 5 Step Certificate.

## Testimonials from previous participants

"The most helpful parts of the series were the hands-on activities, the handouts, web links, and the variety of backgrounds and knowledge of the various presenters."

"I want to thank you for all your support & the knowledge you shared with us during our 5 step class. I'm happy to report I'm successfully back to full time work & off unemployment."



# 5 STEPS TO YOUR NEXT JOB

In this interactive workshop series, you will:

## **RESEARCH** Monday

Align yourself with current workforce demand. Inventory your skills. Research local trends. Use online tools to determine your next job move.

## **PREPARE** Tuesday

Set short term and long term career goals! Find free training resources and funding options to take your career to the next level. Get organized and begin.

## **DOCUMENT** Wednesday

Fully document your knowledge, skills and experience with written tools including: applications, social media, email, letters , and resumes. Describe how you are the unique solution to fill an employer's needs.

## **FIND** Thursday

Identify target companies. Develop an elevator speech. Practice networking techniques.

## **LAND** Friday

Prepare for and ace your next interview! Rehearse specific responses to behavioral interview questions. Learn how to follow up after an interview and negotiate salary and benefits.